

Brussels, 07 November 2023

To whom it may concern

**Re. Invitation to tender: Design and development of the new CEER public website**

1. The Council of European Energy Regulators (CEER) is looking for companies interested in a tender for the design and development of a new public website as well as its subsequent hosting, and maintenance. The scope of the project, including a detailed description of the envisaged work to be carried out, is included in the Terms of Reference document that accompanies this letter.
  - a. If you are interested in participating in this tender process, your offer, clearly marked “Invitation to tender – CEER Public Website Design and Development”, should be received no later than **Monday, 11 December 2023 COB**. The offer should include the completed Appendix 1 “Identification of tenderer for invitation to tender”.
  - b. Please submit your offer by e-mail to [martina.schusterova@ceer.eu](mailto:martina.schusterova@ceer.eu) by Monday, 11 December 2023 COB at the latest. It will be the date and time of receipt of the e-mail, which should contain a signed copy of the tender, that will be considered.
2. You will find the following information uploaded to this same website page:
  - a. Appendix 1: Identification of tenderer for invitation to tender;
  - b. Appendix 2 Terms of Reference for the CEER public website design and development (ref.C23-CSEC-28-05); and
  - c. Appendix 3: CEER's Terms and Conditions for the project (ref.C23-CSEC-28-06).
3. The working language is English. All documents should be drafted in English.
4. Each tender must contain all the documents or information requested in this Letter of Invitation and in the Terms of Reference and must comply with CEER’s Terms and Conditions. Tenders must be signed by the tenderer's authorised representative or representatives.
5. Submission of a tender implies acceptance of the conditions stipulated in the following documents and binds the contractor to whom the contract is awarded during the performance of the contract:
  - this Letter of invitation to tender
  - the Terms of Reference for the "CEER public website design and development"
  - the specifications and conditions contained in the “CEER Terms and Conditions” for the project

6. Initiation of a tendering procedure imposes no obligation on the CEER to award the contract. The CEER shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.
7. Contact between CEER and tenderers during the contract award procedure may take place, by way of exception, under the conditions set out in paragraphs (a) and (b) below.
  - (a) Before the closing date for the submission of tenders the contracting authority may:
    - at the instance of tenderers, communicate additional information solely for the purpose of clarifying the nature of the contract, such information to be communicated on the same date to all tenderers *who have asked for the specifications*;
    - at its own instance, if it discovers an error, a lack of precision, an omission or any other type of clerical defect in the text of the contract notice, invitation to tender or specifications, inform the persons concerned on the same date and in a manner identical with that applicable in respect of the original invitation to tender.
  - (b) If, after the offer has been received, some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, the CEER may contact the tenderer, although such contact may not lead to any alteration of the terms of the tender.
8. The contract will be awarded based on the following criteria and weighting:

| Criterion  | Weighting |
|--|-----------|
| Relevant experience of the applicant, including demonstrated competence for web design and development in the EU non-profit sector | 15%       |
| Qualification of applicant/applicant's employees   | 20%       |
| Provided project outline, approach, and specifications   | 35%       |
| Price (financial proposal)   | 30%       |

**On price, the assignment shall be carried out at a fixed price of not more than €30,000<sup>1</sup> excl. VAT.** This amount shall cover all costs for the company related to this project (e.g. travelling, meetings, man-hours, office supplies, telephone bills and any other costs).

9. Any questions or clarifications regarding this invitation should in the first instance be directed to Ms Martina Schusterová, CEER Acting Secretary General ([martina.schusterova@ceer.eu](mailto:martina.schusterova@ceer.eu)).

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<sup>1</sup> Given that this item is budgeted for €36,300 including 21% VAT

10. You will be informed as to whether or not your tender has been accepted. If you wish to withdraw your offer before the open period for tenders ends on 11 December 2023, you are kindly asked to communicate this as soon as possible by e-mail to the address mentioned at point 9 above.

We look forward to hearing from you.

Yours sincerely,



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Martina Schusterová  
CEER Acting Secretary General